

# **Northwest-Shoals Community College Child Development Center Policies & Procedures**

It is the official policy of the Alabama Postsecondary Department of Education and Northwest- Shoals Community College that no person in Alabama shall, on the grounds of race, color, handicap, sex, religion, creed, national origin or age, be denied the benefits of, or be subject to discrimination under any program, activity, or employment.

# **NORTHWEST-SHOALS COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER PHILOSOPHY**

At the NWSCC Child Development Center we believe that the preschool period is a very important time in a child's life. We feel it is the time to develop positive social skills, a healthy self-esteem, and encourage language development. We strive to accomplish this by providing opportunities for play and active learning in a safe, healthy, and nurturing environment, as well as through positive discipline.

Our curriculum incorporates a variety of teaching techniques and learning experiences that are developmentally appropriate for young children. These techniques and experiences foster cognitive, social, emotional and physical development. Experiences are modified to meet the needs of each child.

## **GOALS**

At NW-SCC Child Development Center we strive to:

1. Promote good self-esteem in each child by providing activities, which meet basic emotional needs.
2. Promote development of self-discipline by using positive discipline techniques.
3. Provide stimulation for learning by providing activities, which include basic language arts and pre-math skills.
4. Provide for development of thinking and problem solving skills by offering a broad range of creative activities.
5. Provide opportunity for social growth and development through activities, which encourage respect for others.
6. Include parents in striving to reach center goals.
7. Provide activities to promote physical development, including large and small muscle activities, as well as activities including the five senses.
8. Our ultimate goal for preschool children is to build a foundation upon which they can develop into responsible adults, achieving their fullest potential.

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Dear Parents,

The Child Development Center staff at Northwest-Shoals Community College continuously works to provide the highest quality care for your preschool child. Our well-trained teachers provide a happy, safe, and learning-friendly environment for the children in their care. These are our goals while at the same time striving to keep tuition rates as affordable as possible, especially for our students. The following current rates are subject to change.

**RATES:**

Registration fee (non-refundable)			\$50.00*
Full-Time	Mon. – Fri.	7:00 a.m. to 5:30 p.m.	\$97.00 per week
Part-Time *Minimum 2 days	Daily Rate	7:00 a.m. to 5:30 p.m.	\$27.00 per day
*Late Fees	Tuition payments not made within the week services are provided will be assessed a late fee. The student will be terminated if tuition payments become 2 weeks delinquent.		\$25.00

The NW-SCC Child Development Center accepts CMA for those children qualifying. We encourage you to apply for this service if you feel that you qualify. If you would like additional information on this, contact the Childcare Management Agency at (256) 764-9381 or the Child Development Center, Jacque Jefferys at (256) 331-5245.

Your understanding and cooperation is greatly appreciated and we welcome your questions in this matter.

Sincerely,



Jacque Jefferys, Coordinator  
Northwest-Shoals Community College  
Child Development Center

## TUITION PAYMENT POLICY

1. There is a one-time \$50.00 non-refundable registration fee for all children enrolled at the Child Development Center Preschool Program. This fee is due on or before the first day of attendance. For children attending only for the summer semester the registration fee is \$25.00. There is no registration fee for enrollment in the Department of Children's Affairs, Office of School Readiness, 1<sup>st</sup> Class Pre-K Program.
2. **Payments are due in advance each week. ALL payments are collected through automatic withdrawal from a debit or credit card through Tuition Express. Information for this payment method will be collected during the registration process.**
3. If payments become two weeks delinquent, child care services will be discontinued. If services are discontinued a \$50.00 registration fee and all past due balances will be required for the child's re-admittance to the center.
4. **A two-week notice is requested in case a child is to be withdrawn from the center. If this two-week notice is not given, you will be still charged for this time (this could be amended in case of extenuating circumstances to be determined by NW-SCC administration). If a child is absent for two consecutive weeks without notifying the Center of the reason, the child's name will be taken off the enrollment list and a \$50.00 registration fee will be required for readmission.**
5. If your child is registered in the Child Development Center you will pay the weekly tuition charge each week regardless of the number of days your child is absent due to illness out-of-town, etc. In extreme cases when a child has serious illness and is hospitalized, the parent must contact the center director in order for tuition charges to be waived for that time. If there is a death in the immediate family (father, mother, brother, sister) the child's tuition may be waived one or two days.
6. If your child is registered as part-time (2 or 3 days a week), you will be expected to pay the weekly charge for the number of days you are registered for whether your child attends all of the agreed upon days or not for that week. Your child is registered for certain days, and we are committed to reserve childcare services on those days. The exchange of attendance days is not allowed, as we must daily stay within teacher-student ratio.
7. In the event the Child Development Center is closed for more than two consecutive days due to inclement weather, or any other extenuating circumstances tuition will be charged as follows:
  - a. Preschool students will not be charged for the days closed.
  - b. Pre-K students will be charged the sliding scale fee, but not after care days (\$10 per day).
8. In the event of an overpayment to an account for any reason, a refund will not be issued. The Child Development Center will use any overage as a credit applied to your account.

### Program Policy

1. Parents are to bring children to the Child Development Center and drop off at the front door of the program your child attends. Your child will receive a daily health check before entering the classroom (visual, temperature check, questionnaire, etc).
2. A child will be permitted to leave the premises only with persons indicated on the application. (**Written permission** must be submitted if the child is to leave with anyone else.)
3. **If a child becomes ill at the Center, the child will be moved to an isolated area under supervision. A parent or guardian will be notified to come for the child immediately.**
4. **The Center requires that the child be kept out of school for 24 hours after symptoms of an illness have ceased. Symptoms include but are not limited to fever, vomiting, or diarrhea.**
5. It is the general policy of the NW-SCC Child Development Center NOT to administer medication to children while in our care. However, we understand there may be special circumstances when it is necessary to administer medication. All medications must have a prescription. Medicine must be in its original container with the original label. The parent/guardian or a designated responsible adult shall deliver all medication to be administered during the school day to the program director. The parent/guardian must sign the **DHR-CDC-1949 AUTHORIZATION FOR ADMINISTERING MEDICATION/MEDICAL PROCEDURES** form granting permission for the child to receive medication at school. **Parents are encouraged to schedule medication administration before and after school hours.**
6. The Director and staff may recommend withdrawal of a child in the event that it is in the best interest of your child and/or the other children enrolled at the center.
7. The following items must be furnished and **labeled**.
  - 1 full, clean change of clothing (placed in a labeled gallon baggie)
  - 1 small blanket/pillow or nap mat (for full-day children)
  - 1 smock or oversized short-sleeved shirt to protect when painting
  - 1 toothbrush/toothpaste and Dixie cups
8. **We will go outside for playtime each day if the temperature is between 32 and 95 degrees or if it is not raining, so please see that your child has a jacket with a hood or a hat to cover ears on cool and/or windy days. All hats, jackets, etc. should be labeled with the child's name.**
9. The children may not bring toys or other objects to school. This causes problems in sharing with other children and some may not pass our "safety test," or might get lost at school.
10. The bulletin board in the center entrance is for parents. Each week all plans are posted there so you will know what we are doing, as well as a monthly menu and activity calendar.
11. **The center will close each day at 5:15 p.m.\* Children must be picked up promptly at that time. There are no provisions for keeping children beyond 5:15 p.m. Any child left in care of the center teacher after 5:15 p.m. will have an additional charge of \$5.00 for each 5 minutes. If you ever have any questions about the center, please feel free to ask.**
12. A copy of the Alabama State Minimum Standards for childcare centers can be found in the director's office and at the county Department of Human Resources. This can also be found at <https://childcareta.acf.hhs.gov/sites/default/files/public/alcentersept2019508.pdf>

13. A nutritional breakfast, hot lunch, and afternoon snack are served daily to the children. We are required by the State of Alabama Child and Adult Care Food Program to have food applications on file for all children enrolled at the center. If your child is not going to be present for breakfast or lunch, please call and let the staff know **no later than 9:30** so that meals will not be prepared for your child. Likewise, if your child does not normally eat at the center and wishes to eat, call and let us know so that an extra meal can be prepared. Breakfast is served at approximately 8:30 a.m., lunch at 11:30 a.m., and snack at approximately 3:30 p.m. Please do not allow your child to bring food to the center as we have children with food allergies in the program. We supply all meals for your child.
14. Emergency procedures to be followed in case of fire, tornado, earthquake, etc. are in place. A copy of these procedures will be provided upon acceptance to the program.
15. Due to licensing and Health Department regulations, only individually pre-packaged foods may be contributed by parents for parties and special occasions to serve to the children.
16. When party invitations are passed out at school, the entire class must be included.
17. Often times during the course of a year, the children enrolled in the Northwest-Shoals Community College's Child Development Centers will be photographed or videotaped for promotional services such as brochures, pamphlets, catalogs, and other such materials along with local news media coverage. Because of this we need a signed permission slip on file giving permission for your child to be photographed or videotaped for the above purposes.

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## **Limits**

1. We walk when inside.
2. We listen.
3. We share.
4. We clean up.
5. We take care of our school.

## **Discipline and Behavior Management**

Teachers support and redirect children as they learn to solve their own problems using the Conscious Discipline technique. Teachers and staff will model how to solve conflicts in the classroom by:

1. Acknowledging conflict and the children's feelings
2. Allowing each child to speak and explain his/her perspectives.
3. Helping children to arrive at a solution.
5. A safe place will be available for children to calm down and regain control of their feelings and learn to manage their behavior and feelings.

### **\*SEVERE Behavior Clause**

Parents will be contacted in the event of a child harming themselves or others, destruction of school property, or any behaviors that interfere with maintaining a positive classroom community.

1. The first offense will be addressed in writing.
2. The second offense will be addressed by a phone call to the parent/guardian to discuss the behavior.
3. The third offense will require the parent/guardian to schedule a conference with the teacher to develop a plan to help the child work through the conflict. Resources provided – local school system, River Bend Counselling services, Alabama Department of Early Childhood Education consultation.
4. If the conflict cannot be resolved through the agreed upon plan, it could result in the child's removal from the program.

## **NW-SCC Child Development Center Assessment Plan**

Upon entering our program, you as parents will have input through our registration process in identifying different interests and needs of your child. Every child who attends the NW-SCC Child Development Program will be assessed using the Ages and Stages Questionnaire Assessment Tool and/or the Creative Curriculum® Assessment Tool within the first six weeks of entering the program. This tool describes the developmental progress of children and gives valuable information concerning the child's level of development. If a need is identified at this time, a parent meeting will take place to allow parents to make an informed decision concerning further diagnostic assessment of their child.

The Ages and Stages Questionnaire, along with Strategies Gold with Creative Curriculum® Assessment will be used in evaluating the effectiveness of our curriculum and adapting teaching practices as necessary to improve the program for you and your family. Information gathered from each of these tools will be shared with you with mid-year and end-of-year parent conferences. Other meetings may be scheduled as needed if needed by the teachers or parents.

Assessment tools will be used for these purposes:

1. Arranging for developmental screening and referral for diagnostic assessment when indicated.
2. Identifying children's interests and needs.
3. Evaluating the development progress and learning of children.
4. Collaborate with families to construct developmentally appropriate goals for their children.
5. Improving curriculum and adapting teaching practices in the environment.
6. Planning program improvement.
7. Communicating results with families.

Assessment tools will include the following:

1. Ages and Stages Questionnaire
2. Vine Assessment
3. Strategies Gold through Creative Curriculum®

All records collected for each child attending NW-SCC Child Development Programs will be shared with the parents and with referral agencies with the written consent of the parent. All records are kept confidential in the office of the Coordinator.



# **In Case of an **Emergency**** **please call:**

**NW-SCC Security - 5415**

**1<sup>st</sup> Responders – 911**

**Jacque Jefferys – 256-577-0386**

**Timmy James – 256-810-7785**

## USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

“This institution is an equal opportunity provider”.

# NW-SCC Child Development Center Policy and Procedures Agreement

Child: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understand the policies and procedures of  
Northwest-Shoals Community College Child Development Center.

\_\_\_\_\_

X

Parent/Guardian